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MAR 31 1952

MEMORANDUM FOR: Chief, Classification and Wage Division

ATTENTION:

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SUBJECT: Upgrading of Positions in OSO/RI

1. Reference is made to the conference of the Chief, Classification and Wage Division, the Chief, OSO/ADMIN, and the Chief, OSO/RI, held 11 January 1952, concerning the grades of positions in the Office of the Chief, OSO/RI.

2. At the above mentioned conference it was agreed that the RI positions of Chief, Deputy Chief, Projects and Records Management Officer, and Administrative Officer would be subject to review for possible upgrading at a future date. These positions were marked with an asterisk on the master copy of the RI Table of Organization.

3. It was further agreed that the review of these positions would depend upon the interpretation of CIA Regulation No. concerning the Records Management responsibilities of OSO and the RI Projects and Records Management Officer.

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4. It has been decided that OSO/RI will have the sole responsibility for the Records Management program for OSO (Enclosure 1).

5. Based on the above decision, it is requested that the positions in question be reviewed for upgrading at this time.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

Chief, Administration

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Enclosure: 1

Memorandum dated 26 March 1952

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